

Position Sensitivity Worksheet Instructions (For Form NIH 2866)

Purpose of the worksheet	The purpose of the Position Sensitivity Worksheet is to determine the position sensitivity that is required for a particular NIH position.
Who should use the worksheet?	<p>Supervisors are required to complete this worksheet for every position they supervise. The worksheet must be completed before the position is advertised or filled.</p> <p>For contract positions, the person requesting the position (i.e., the Project Officer) is required to complete the worksheet when preparing a request or modification for contract support.</p>
When is the worksheet required?	<p>This worksheet is required for all positions with appointments of more than six months. This includes all FTE, non-FTE, and contractor positions.</p> <p>This worksheet is also required for all positions with appointments of less than six months if the position DOES include any of the "Exception Factors" listed on the worksheet. This includes all FTE, non-FTE, and contractor positions.</p> <p>Please see the NIH Access Policy for more information</p> <p>NOTE: All Commissioned Corps officers will be handled separately by the Commissioned Corps office. The Commissioned Corps officers will not be handled by HR, the program offices, or administrative offices for background investigations.</p>
When is the worksheet NOT required?	<p>The Position Sensitivity Worksheet should NOT be used for positions with appointments of less than six months if the position DOES NOT include any of the "Exception Factors" listed on the worksheet. If any of the Exception Factors are applicable, a worksheet must be completed.</p> <p>Please see the NIH Access Policy for more information</p>

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Position Title / Function	Line 1	Position Title / Function Use Table 1 to select the position title that most closely reflects the functions of the position. Note: An IC has the option to raise the sensitivity level in Line 12.
	Line 2	Position Sensitivity Level Using Table 1, enter the position sensitivity level that is associated with the selected position title/function.
Exception Factors	Line 3	Exception Factors that can increase the minimum sensitivity level of the position Most of the position titles/functions in Table 1 have a position sensitivity level of 1. However, some positions have other duties or characteristics that require a higher position sensitivity level Select all factors that apply. Note that line 6—Works with children—does not affect the position sensitivity level. It is important information, however, and must be indicated for those positions that will work with children.
	Line 4	
	Line 5	
	Line 6	
Calculate the Minimum Position Sensitivity Level	Line 7	Minimum sensitivity level of the position Copy the position sensitivity level from line 2.
	Line 8	Minimum sensitivity level for positions affected by the exception factors listed in line 3 The exception factors in line 3 require a minimum position sensitivity level of 5a. If any box in lines 3a – 3i is checked, enter Level 5a in line 8.
	Line 9	Minimum sensitivity level for positions affected by the exception factors listed in line 4 The exception factors in line 4 require a minimum position sensitivity level of 5b. If any box in lines 4a – 4c, enter Level 5b in line 9.
	Line 10	Minimum sensitivity level for positions affected by the exception factors listed in line 5 The exception factors in line 5 require a minimum position sensitivity level of 3. If any box in lines 5a or 5b, enter Level 3 in line 10.
	Line 11	Minimum position sensitivity level Compare lines 7, 8, 9, and 10, and enter the highest position sensitivity level in line 11.

	Position Sensitivity Level
Lowest	Level 1
	Level 5a
	Level 5b
	Level 5c
	Level 6
	Level 2
	Level 3
Highest	Level 4

Elevate the Position Sensitivity Level	Line 12	Elevated position sensitivity level ICs have the option to raise the position sensitivity level to a higher level. Enter the raised position sensitivity level in line 12.
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IC Optional

Line 13 Reason for elevated position sensitivity level
If an elevated position sensitivity level is entered in line 12, explain why in line 13.

Contractor Information

Line 14 Number of contractor positions
For contractor positions only, enter the number of contractor positions in line 14. Note that a separate worksheet is required for each position that is different.

For contractor positions only

For example, there are six nurses positions requested on a contract. Of these six, two of the positions will work with children, two will have unescorted access to an irradiator, and the other two have no exception factors associated with them. You must fill out three worksheets. You will enter the same position title/function in line 1 for all three worksheets, and you will enter the number 2 entered in line 14 of all three worksheets. However, on one sheet you will check the box on line 6 to indicate the position works with children, on the second sheet you will check the box on line 3b to indicate that the position has unescorted access to an irradiator, and on the third sheet you will not check the boxes of any of the exception factors.

Line 15 Task Order and/or Contract Number
For contract positions only, enter "New solicitation" if the contract has not yet been awarded. If the contract has been awarded, enter the task order and/or contract number in line 15.

Organization Information

Line 16 NIH Organization Name
Enter the name of the organization in which the position will work. Abbreviations are permitted. For example, NHLBI LB

Line 17 Supervisor or Project Officer Name
Enter the name of the supervisor of the Project Officer (for contractors). Note that a Project Officer is not actually permitted to supervise contractor positions but is included here to represent the person responsible for the position, not the person who occupies the position.

Line 18 Administrative Officer Name
Enter the name of the administrative officer (AO).

Signatures

Position type	Signatures required by
FTEs	Supervisor, HR Specialist, and AO
Non-FTEs	Supervisor and AO
Contractors	Project Officer and AO

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Answers to Frequently Asked Questions about the position sensitivity worksheet

Who came up with the worksheet and why?

The worksheet was developed by the Personnel Security Committee, a group charged by the Associate Director of Management at NIH to devise a standard way to determine the level of risk associated with position titles and/or functions. The position sensitivity levels and exception factors are used by the ORS Division of Physical Security and Access Control (DPSAC) to determine the type of background investigation that must be conducted for anyone who occupies the position. For more information about position sensitivity levels, see the DPSAC web site at <http://security.nih.gov/PIV/posSensitivity.htm>. For more information about background investigations see <http://security.nih.gov/PIV/investigationReqs.htm>. For cost information about the different background investigations see <http://security.nih.gov/PIV/pricing.htm>.

Where did the list of position titles and functions come from?

Subject Matter Experts were included in the process of developing the list of positions

Who came up with the position sensitivity levels that are associated with these positions/functions?

Representatives from the extramural and intramural AO community, EOs, CC, CIT, ORS/ORF and other organizational components participated in devising the list of position titles and function, and determining position sensitivity levels that were based on HHS Personnel Security and NIH requirements.

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Table 1: Find the most accurate position title or function (*for line 1 of form*) and the corresponding sensitivity level (*for line 2 of form*).

Position Title / Function	Sensitivity Level	Position Title / Function	Sensitivity Level
Accountant	5a	Dept. Head/Office Chief/Deputy Chief/Section Chief/Nurse Manager, CC	5a
Accounting Technician	1	Deputy Division Director, IC	5a
Acquisitions Professional.....	5a	Deputy Division Director, NIH	6
Acquisitions Support Staff	1	Deputy Scientific Director	5a
Acupuncturist.....	1	Dietician, Registered	1
Adjunct Investigator	1	Director, CIT	3
Administrative Assistant / Technician / Clerk.....	1	Director, IC	6
Administrative / Business Specialist; Program/Management Analyst.....	1	Director, NIH	4
Administrative / Office Support (Customer Support, Support Svs. Spec., etc)	1	Division Director, IC	5a
Administrative Officer (any grade)	5a	Division Director, NIH.....	6
Animal Facility Operations & Management staff.....	1	EEO and Diversity Management Staff (professional and support).....	5a
Animal Welfare Program Specialist	1	Emergency Dispatcher	5a
Associate / Assistant Director (at the IC or major division level) 5a		Ethics staff (professional and support)	5a
Associate Director, ORS and ORFDO (SES position)	5a	Executive Officer	5a
Auditor	5a	Executive Secretariat Staff	1
Branch Chief	5a	Facility Operations & Maintenance staff	1
Budget (and Accounting) Analyst, Financial Management Analyst.....	5a	Facility Planning & Management staff	1
Change Management Staff.....	1	Financial Mgmt Office Support Staff (Budget Tech, Office Automation Clerk)	1
CC Senior Management (e.g., COO, CFO, chief, NPCS, Deputy, Associate & Assistant Directors)	5a	Fellow (Visiting Fellow; IRTA; pre-doc VF/IRTA; post-bacc IRTA technical IRTA; student IRTA).....	1
CIO, NIH.....	4	Financial Mgmt Office Professional Staff (Budget Analyst / Officer)	5a
Clinical Director, IC.....	5a	Firefighter, NIH.....	5a
Clinical Fellow	1	Freedom of Information Act (FOIA) Office Support Staff.....	1
Committee Management Professional staff.....	5a	Freedom of Information Act (FOIA) Office Professional Staff. 5a	
Committee Management Support staff.....	1	Genetic Counselor (CC / non-Intramural IPD).....	1
Communications and Public Liaison Professional Staff.....	1	Grants Management Support Staff (Grants Mgmt Assts).....	1
Contracting Office Support Staff (Procurement Tech)	1	Grants Management Professional Staff (Grants Mgmt Officer / Admin / Specialists).....	5a
Contracting Office Professional Staff (Procurement Analyst, Contract Spec. etc.).....	5a	Health & Safety Compliance and Evaluation professional staff 1	
DEAS Staff -- Management (non-IT staff).....	1	Hospital Support (e.g., housekeeper, food service worker)	1
DEAS Staff -- Non-management (non-IT staff)'	1	HR Liaison Staff	5a
Dental Hygienist	1	Human Resources Management Staff (professional and support).....	5a
Deputy CIO, NIH	4	Immediate OD and EO office staff above GS-13.....	5a
Deputy Director, CIT.....	3	Immigration Specialist	5a
Deputy Director, IC	5a	Infection Control Consultant.....	1
Deputy Directors, NIH	3/4		

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<u>Position Title / Function</u>	<u>Sensitivity Level</u>
Information Office Staff (e.g., Writer, Public Affairs Spec., Tech Info Spec., Librarian/Asst., Editorial Asst., Educator)	1
Intramural Programs Management Staff.....	1
Investigator.....	1
IT Developer, ISSO, SysAdmin, or DBA with read/write access to a system whose users require 5a or higher	5c
IT Developer, ISSO, SysAdmin, or DBA with read/write access to a system used by another agency.....	5c
IT Developer, SysAdmin, or DBA with read access to a system whose users require 5a or higher	5b
IT Developer, SysAdmin, or DBA with read/write access to a system whose users have a sensitivity level of 1	5b
IT Developer, SysAdmin, or DBA with access to a system whose users have no sensitivity level assigned	5a
IT Staff, incl. desktop support and help desk (excl. Tier 1), who are not IT Developers, ISSOs, SysAdmins, or DBAs	5a
IT Staff who perform IT-related work such as IT policy, Tier 1 help desk, business process analysis	1
Lab Chief.....	5a
Lab Technical Support (e.g., Technologist / Technician).....	1
Legislative Staff.....	5a
Librarian / Library Assistant / Library Support Staff	1
Management Analyst/Program Analyst / Program Specialist ..	1
Management Intern and Fellow	1
Minister, Spiritual.....	1
NRSA Payback Specialist	5a
Nurse / Nurse Practitioner/Nurse Anesthetist.....	1
Occupational Therapist	1
Ombudsman Staff, OD	1
Other administrative (e.g., Lab Manager)	1
Other CC Credentialed Clinical Staff.....	1
Patient Care Coordinator.....	1
Perfusionist.....	1
Pharmacist	1
Phlebotomist.....	1
Physical Therapist / Assistant.....	1
Physician Assistant	1
Police, NIH	5b
Policy and/or Program Coordination Staff Affecting Parties Outside NIH -- Supervisors and Office Directors/Chiefs	5a

<u>Position Title / Function</u>	<u>Sensitivity Level</u>
Policy and/or Program Coordination Affecting Parties Outside NIH-non-supervisory staff	1
Policy and/or Program Coordination Affecting NIH Staff and/or Internal NIH Operations	1
Program and Employee Services professional staff, NIH.....	1
Property Management.....	1
Purchasing Agent.....	5a
Recreation Therapy Specialist	1
Regulatory Affairs Office Staff	5a
Research Fellow	1
Respiratory Care Practitioner.....	1
Safety Specialist.....	5a
Scientific Director	5a
Scientific Extramural Program Professional Staff (do not administer/manage contracts or grants).....	1
Scientific Policy Office Staff (Planning Officer, Program Advisor, Policy Analyst, Legislative staff)	1
Scientific Review & Health Scientist Administrator (administer/manage contracts or grants).....	5a
Secretary/Program Assistant / Office Manager	1
Security & Emergency Management and Coordination Staff ..	5a
Senior Investigator	1
Senior Research Assistant/Research Assistant	1
Senior Scientist/Senior Clinician	1
Social Worker.....	1
Speech Language Pathologist	1
Staff Scientist	1
Staff Clinician	1
Student with appointments > 6 months duration	1
Technician (Anesthesia, Ophthalmic, Clinical Health, EEG, EKG, EMG, Pharmacy)	1
Technologist (Cytology, Diagtic Radiologic, Nuclear Medicine, PET Pulmonary Function, Surgical, Transfusion Medicine)	1
Technology Transfer Professional Staff	5a
Technology Transfer Support Staff	1
Vocational Rehab Counselor	1